



State of Montana Job Vacancy

Department of Transportation

Butte District

3751 Wynne Avenue

PO Box 3068

Butte, MT 59702-3068



June 19, 2008

Internally/Externally Statewide

*An Equal Opportunity
Employer*

Internal/External Statewide

Position Title:	Service Combination A
Position Number:	54166915
Classification Code:	999101
Work Comp Code:	9421
Bargaining Unit/Code:	Teamsters / 0002-2
Division:	Bozeman Equipment
Location:	Bozeman
Job Status:	Permanent
Work Shift:	As Assigned
Area Code:	224 / 032240
Supervisor:	Ross Gammon / Phil Williams
Grade/Salary:	Band 7 / \$16.777 Hourly (Employees new to State Government)
Supplement:	No
Closing Date:	14-Jul-2008

Application Deadline

Application materials from interested Department of Transportation employees must be received in the Butte District office in Butte by 5:00 p.m. on the closing date.

In-state and out-of-state applicants are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you can mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center. A version of the State Application Form (PD-25) may be downloaded from the Job Service web site: <http://wsd.dli.mt.gov/service/app.asp>.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Application and Selection Process

Factors to be considered in evaluating an applicant's qualifications will include the following:

1. An evaluation of the Montana State application form and supplemental

questions for minimum qualifications.

2. A written exam
3. A structured interview
4. Reference checks.

All applicants must submit the following documents by the closing date to be considered for this position. These documents will be used to evaluate your qualifications.

- * A signed and completed State of Montana Application (PD-25).

Note: Applicant must complete ALL sections of the state application.

Failure to submit completed application materials as specified above will result in disqualification from the selection process. Late applications will be disqualified.

Transcripts: If you have attended or graduated from a college, university, community college, vocational-technical, or other school beyond high school, you are encouraged to submit grade transcripts because they help determine whether you are qualified to continue in the selection process. If you have a master's degree, include transcripts for both your master's and your bachelor's degrees.

If you are the successful candidate, and the position for which you applied requires a degree(s), or you used a degree to meet position qualifications, you will be REQUIRED to produce a copy of the official transcript(s), which must show the degree(s) and date(s) awarded, as a condition of employment.

Description of Position

Working Procedure: Service trucks, cars and equipment; pumps gas; washes vehicles; cleans engines; repair and changes auto tires; mechanically balances tires; replaces belts, hoses, batteries, filters and other parts. Receives delivered stock. Picks up and delivers parts when necessary.

Replaces light bulbs in-building; cleans shop area and may do general janitorial work in-building. May be assigned radio dispatcher responsibilities and be required to relay messages to fellow workers or law enforcement agencies as directed. May be required to perform routine highway maintenance work in case of emergencies. Responsible for keeping records on fueling and lubrication of equipment. May be assigned to use a computer to maintain up-to-date records. Performs related work as required.

Job Requirements

Tools and Equipment: All basic hand tools, air tools, cleaning materials, vehicle parts, brooms, grease guns, tire tools, power washers, fork lifts, tugs and service manuals.

Material: Fuels, oil and lubricants, vehicle parts, stock items, solvents and detergents.

Source of Supervision: Shop Superintendent, Working Shop Foreman or other designated person.

Physical Demands: Must be able to perform considerable physical activity in lifting, carrying, and/or operating the tools, equipment and materials listed above.

Education, Trade Knowledge and Experience: Required to perform the duties of the position is six months experience as a janitor or service station attendant. Requires working knowledge of a computer.

Necessary Special Requirements: A valid Montana Drivers License is required. The successful applicant must possess the ability to acquire a Class A II commercial operators license. Successful applicant must live or relocate within 30 road miles of the work headquarters and must have a telephone or be reasonable accessible to the work headquarters.

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the State to consider any such accommodation, the applicant must make known any needed accommodation.

MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program or activity of the Department. Alternative accessible formats of this information will be provided upon request. For further information call (406) 444-6331 or TTY (800) 335-7592, or by calling Montana Relay at 711.

In compliance with the Immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to supply documentation within 3 days of hire proving that he/she is eligible to work in the United States. Examples of documentation include a social security card along with a driver's license or other picture ID, a US passport or a green card. The Department of Transportation does not sponsor H1B Visa Petitions. To be eligible for permanent employment with the Department, an applicant must have a current US Green Card.

In accordance with the Montana compliance with military selective service act, males new to state government employment must produce documentation showing compliance with the federal military selective service act. Examples of this documentation include a registration card issued by selective service, a letter from selective service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with selective service was not done knowingly or willfully.